

MARINERS INN

TITLE: Billing Assistant **EFFECTIVE DATE:** 1/3/2018
Classification: Non-Exempt
REPORTS TO: Chief Financial Officer **REVIEWED DATE:**
Status: Part time
SUPERVISES: NONE

RESPONSIBILITIES:

- Assist with DWHMA billing for Recovery Housing and Residential Services
- Assist with Consumer relation duties as needed (i.e. store day, DHS interviews, bank deposits)
- Assist with grant billing (as needed) : check reimbursable information for major grants (i.e. allocating costs in accounting system, preparing FSR, and supporting documentation monthly)
- Assist with financial audits as needed
- Run office errands; drop off reports and documents (as necessary)
- All other duties as assigned by the Chief Financial Officer

QUALIFICATIONS:

- Prior billing/data entry a plus
- Valid driver's license with a clean driving record
- Strong organizational skills, and attention to detail
- Interpersonal skills sufficient to establish and maintain effective communication with residents, referral sources, and staff.
- Be flexible and able to work in a multi-tasked environment
- Proficient in Windows, Word, and Excel
- Minimum of a High School Diploma or GED, some college education a plus.
- Able to establish and maintain harmonious working relationships with co-workers, consumers and the general public
- Ability to lift minimum of 10 lbs. and long periods of sitting at a desk working on a computer

This description is intended to describe the type of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Salary: \$15.00 per hour (20 – 25 hours per week)

Cover Letter and Resume should be emailed to humanresources@marinersinn.org by January 31, 2018. No hard copies via mail and/or faxed. Email attached materials only! Please Type position applying for in the subject line.